

# Position Description

## Manager - Infection Prevention & Control

<b>Classification:</b>	Clinical Nurse Consultant D (ZE4) CAPR5
<b>Business unit/department:</b>	Infection Prevention & Control, Medical & Cancer Services
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> Regional Pathology
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	40 hrs/week (38 + ADO)
<b>Reports to:</b>	Divisional Manager, Specialty & General Medicine
<b>Direct reports:</b>	6.0 EFT
<b>Financial management:</b>	Budget: \$1.5 million
<b>Date:</b>	December 2025

### Position purpose

This position is the responsible Manager for the operations of the Infection Prevention & Control (IP&C) team. This position is recognised lead of the Infection Prevention & Control team, whose work models the core values of Austin Health through effective leadership and management of the teams and their outcomes.

This role is responsible for ensuring the delivery of evidence-based care that complies with all professional, organisational, legal and ethical standards, and relevant legislative requirements, to optimise health outcomes for the community. The IP&C service is delivered across the three campuses of Austin Health, as well as within the regional pathology sites. IP&C nurse consultants work is pivotal in supporting the organisation to deliver the actions relating to Standard 3 as well as other related National Safety and Quality Health Service Standards (NSQHS).

This role is responsible for fostering a positive culture, driving change, a safe working environment and the effective utilisation of financial resources within a cycle of continuous service improvement. This role requires demonstrated intellectual management skills and clinical leadership experience and competence as an effective advanced IP&C nurse.

## About the Directorate/Division/Department

### Medical & Cancer Services

The Medical and Cancer Services Division is one of six divisions within the Chief Operations Officer Directorate of Austin Health. The Division's clinical services operate across all three Austin Health campuses and Ballarat Health Services (BHS) within the Ballarat Regional Integrated Cancer Centre (BRICC) and comprise a complex range of national, state-wide organisational wide and specialty clinical services.

- Clinical Pharmacology
- Nephrology
- General Medicine
- Paediatrics
- Dermatology
- Oncology
- Haematology
- Palliative Care
- Genetic Services
- Neurosciences
- Endocrinology
- Rheumatology
- Infectious Diseases and Infection Prevention & Control
- Respiratory and Sleep Medicine
- Radiation Oncology
- Day Oncology & Apheresis
- Cancer Clinical Trials
- Wellness & Supportive Care
- Victorian Spinal Cord Service

Inpatient wards within the Medical & Cancer Services Division also include:

6 South (Oncology), 7 South (Haematology), 8 South (Palliative Care), 2 West (Paediatrics), 5 West (Respiratory Medicine), 7 North (Renal), 7 East and 7 West (General Medicine), 3 North (Spinal) and 6 East (Neuro/Stroke/Epilepsy).

### Infection Prevention & Control Overview

The Infection Prevention & Control team is a dynamic group of Infection Prevention & Control Clinical Consultants who provide an expert and evidence-based consultancy service across Austin Health.

The primary objective of the Infection Prevention & Control Department is to support the provision of a microbiologically safe environment for patients, staff and visitors to Austin Health.

The IP&C team is co-located within the Infectious Diseases & Immunology Department, with clinical oversight and leadership provided in collaboration with the Medical Lead, Infection Prevention & Control, together with the broader Infectious Diseases & Immunology Department.

Infectious Diseases & Infection Prevention & Control span a broad range of subspecialities and activities, including infection prevention, screening for multi-resistant pathogens, Reusable Medical Devices, Antimicrobial Stewardship, Infectious Diseases, Antibiotic Allergy services, Specialist Immunology Services and Genomics.

The Infection Prevention & Control Department is part of the Medical & Cancer Services Division, supported by the Executive structure, including Divisional Management, Finance Business partnership, Quality and Safety Leadership and the Divisional Director and Divisional Medical Director.



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## Position responsibilities

### Professional Leadership

- Creates a team environment, which promotes a positive culture, opportunity for learning and development, safety and welfare of employees and fosters innovation in practice that results in a high level of staff satisfaction, high staff retention rates and low absenteeism.
- Accountable for the preparation, monitoring, delivering and evaluation of unit budgets.
- Uses financial data to develop strategies and plans, identifies costs in accordance with emerging service needs, explains financial implications and business decisions to staff and effectively and efficiently approaches managing resources.
- Communicates information and expectations in a way that builds effective and collaborative working relationships
- Effectively deals with challenging behaviours and the resolution of conflicts.
- Ensures information is available to all staff by utilising a wide range and appropriate modes of communication.
- Demonstrates leadership in situations demanding action.
- Maintains a professional demeanor and serves as a role model for all nursing staff.
- Creates a climate where self-development and improvement is encouraged and valued.
- Provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a patient focused model of care.
- Acts as a role model for staff, setting and clearly communicating clinical and behavioural expectations.
- Ensure all staff complete an annual performance review and development; and provides timely performance feedback, coaching and guidance as required in accordance with the performance management policy.
- Responsible for human resources requirements at a unit level including recruitment and selection, daily staffing, leave management, rostering and attendance management.
- Implement strategies to retain staff including, positive recognition, and comprehensive orientation, building a cohesive team culture, coaching and mentoring and providing learning opportunities.
- Promotes and ensures a safe and healthy workplace for staff and patients
- Ensure all staff complete all mandatory training within set timeframes.
- Develops and monitors return to work plans for staff on Work care.
- Ensure safe work practices and environment in accordance with legislation and Austin Health Policies.
- Ensure that incident management systems are appropriately applied and a systematic response to local issues and performance improvement occurs.
- Demonstrates a positive attitude to the agreed role and responsibility of position.
- Adapts working style as appropriate to achieve effective outcomes.
- Invites and assimilates feedback from others by active participation in own performance review process.
- Have excellent communication and negotiation skills with a wide variety of healthcare professionals

### Support Systems

- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse patient outcomes.
- Ensure a high level of work quality, develop, implement and monitor quality improvement



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activities within the department/ward, in accordance with Austin Health Policies as varied from time to time.

- Uses clinical information systems to inform decision making and evaluate outcomes.
- Actively participates in interdisciplinary committees and working parties locally and organisation wide as required
- Participates in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management
- Ensure Infection Prevention & Control standards meet professional, organisational, legal and ethical requirements.
- Oversee the development and updating of policies and procedures for Infection Prevention & Control and infection prevention management in line with best practice guidelines, ensuring the timely review of Infection Prevention & Control guidelines and policies as required and the communication of changes to key stakeholders.
- May Chair the Infection Prevention & Control Committee and participate in associated NSQHS Standards 3 Governance Committees as required.
- Lead and manage RMD issues throughout Austin Health and monitor compliance with AS5369 across Austin Health

### Direct Comprehensive Care

- Demonstrates an ability to analyse situations and make decisions that appropriately consider risks and returns in a timely manner that meets the needs of patients, staff and organisation.
- Gathers sufficient information to make informed decisions.
- Works collaboratively with all departments to develop the systems, processes and projects required to support the organisations strategic direction.
- Demonstrate an advanced level of knowledge and expertise of current evidence and guidelines on the prevention and control of infections in healthcare and use this knowledge to continually educate and support the knowledge of the IP&C CNC team, and more broadly, Austin Health.
- Work with Infectious Diseases medical staff to provide clinical leadership in Infection Prevention and Control at Austin Health (including all campuses and relevant peripheral sites).
- Oversee the delivery of infection surveillance activities, Standard 3 audits, and hand hygiene audits to ensure data is submitted to external agencies within required time frames to meet Austin Health's statement of priorities.

### Education

- Provides nursing staff with professional development opportunities for learning and education.
- Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Provides education and training to the wider organisation on principles related to Infection Prevention & Control

### Research & Quality

- Demonstrates a capacity to undertake/support nursing research, publication of work and public presentation within the local, national and international healthcare community.
- Supports and actively participates in relevant nursing IP&C research and implements findings into clinical nursing practice.
- Ensures a high level of work quality, develops, implements and monitors quality improvement activities within the department/ward.
- Identifies opportunities for process redesign and to support staff in the implementation of



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redesign projects and activities.

- Identify areas that require improvement through observation, audits, incidents and staff feedback and implement improvement initiatives accordingly.
- Investigates complaints in a timely, responsive manner and implements strategies to limit reoccurrence of identified complaint.
- Actively involved in matters relating to Occupational Health and Safety and ensures local compliance with health and safety standards in the workplace are met.
- Feedback data to key stakeholders to demonstrate Infection Prevention & Control program successes or improvement opportunities.
- Actively participate in Austin Health multidisciplinary and nursing committees to promote Infection Prevention & Control best practice and to share information.
- Work closely with other members of the ID and Infection Control Teams to deliver compliance with AS5369
- Oversee the preparation, review, and maintenance of NSQHS Accreditation action plans required by Infection Prevention & Control for Standard 3-Preventing and controlling Health-Associated infection.
- Understand surgical services and the RMD requirements to ensure safe surgical practice
- Manage and monitor the progress of sub-committees and discrete pieces of work as they relate to the management of RMD and implementation of AS5369 requirements.

## Selection criteria

### Essential skills and experience:

- Registered Nurse with the NMBA.
- Proven leadership and management skills, including evidence of the ability to develop and manage a high-performing clinical team
- Understanding of AS5369 and its application to Infection Prevention & Control
- Excellent communication and interpersonal skills and the proven ability to relate effectively to people at all levels within an organisation
- Well-developed written and verbal communication skills with the ability to write reports and develop and implement policy and procedures
- Demonstrated ability to introduce and manage change successfully
- Current Victorian Drivers Licence
- Demonstrate proficiency in clinical risk assessment and decision making in relation to transmission of infectious diseases
- Expertise in managing the risk of infections acquired from the healthcare environment
- Experience preparing for and/or managing emerging infectious disease threats such as COVID-19, Ebola virus or pandemic influenza
- Highly skilled in outbreak investigation and management
- Proficiency in electronic data storage and management
- Demonstrated leadership in healthcare accreditation and delivery on Standard 3 action items
- Current Working with Children Check

### Desirable but not essential:

- Higher research degree (e.g. PhD, MPH)
- Accredited HIV and Hepatitis C counsellor or prepared to work towards same
- Credentialed as an ICP with the Australasian College for Infection Prevention & Control (or in the process of completing credentialing).



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- Accredited Nurse Immuniser
- Previous leadership in a research or quality improvement project
- Experience in developing and implementing infection prevention and control practices in other healthcare and residential care settings e.g. nursing homes.
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## Professional qualifications and registration requirements

- Bachelor of Nursing or equivalent
- Current registration with the Nursing and Midwifery Board of Australia
- Post graduate qualifications in Infection Prevention & Control or Hospital/Clinical Epidemiology

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with the requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.



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## Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

## Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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